

**CITY OF CHICOPEE**  
**WATER DEPARTMENT**  
27 Tremont Street - Chicopee, MA. 01013  
(413) 594-3420

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**BOARD OF WATER COMMISSIONERS**

Ronald H. Green Chairman  
Mitchell S. Kuzdzal, Clerk  
*Alfred E. Pinciak*

**REGULAR MEETING OF THE BOARD OF WATER COMMISSIONERS**  
**WEDNESDAY, JANUARY 6, 2010**  
**9:30 A.M.**

The Regular Meeting of the Board of Water Commissioners was held Wednesday January 6, 2010.

The meeting was called to order by Commissioner Ronald H. Green, Chairman at 9:30 a.m.

Present:        Ronald H. Green, Chairman  
                 Mitchell S. Kuzdzal, Clerk  
                 Alfred E. Pinciak, Commissioner  
                 Lisa Meserve, Principal Clerk  
                 Alan Starzyk, Acting Water Superintendent

Bills presented by Alan Starzyk, Acting Superintendent were reviewed and approved.

A motion by Chairman Alfred E. Pinciak to accept the minutes of December 16, 2009 as amended.  
Motion was seconded by Commissioner Mitchell S. Kuzdzal. Motion carried unanimously.

**Abatelements:**

See attached list of abatements.

**Correspondence:**

    a. Essential Hiring Forms for Review:

Acting Water Superintendent Starzyk submitted copies of the Water Engineer and the Deputy Superintendent Essential Hiring Forms for the Commissioners approval.

    b. Request for Transfer of Funds:

Acting Water Superintendent Starzyk submitted a copy of the letter he forwarded to the Mayor requesting a transfer of funds in the amount of \$65,000.00 from our unreserved retained earnings account for Creation of A New Salary Position of Deputy Superintendent.

A motion was made by Commissioner Mitchell S. Kuzdzal, Clerk and seconded by Commissioner Alfred E. Pinciak to change the job description salary range from \$65,000.00 to read between \$60,000.00- \$65,000.00 not to exceed \$65,000.00. Motion carried unanimously.

Roll Call on the Motion:

Mr. Green      Yes

Mr. Kuzdzal   Yes

Mr. Pinciak    Yes

The vote was three yes and passed.

A motion was made by Commissioner Mitchell S. Kuzdzal, Clerk and seconded by Commissioner Ronald H. Green, Chairman, to request a transfer of funds in the amount of \$65,000.00 from our unreserved retained earnings account for the creation of the new salary position of Deputy Superintendent. Motion carried unanimously.

Roll Call on the Motion:

Mr. Green      Yes

Mr. Kuzdzal   Yes

Mr. Pinciak    Yes

The vote was three yes and passed.

Acting Water Superintendent Starzyk submitted a copy of the letter he forward to the Mayor requesting a transfer of funds from the Assistant Superintendent/Engineer in the amount of \$48,410.64 into the new job position of Water Engineer.

A motion was made by Commissioner Mitchell S. Kuzdzal, Clerk and seconded by Commissioner Ronald H. Green, Chairman, to request a transfer of funds in the amount \$48,410.64 from the Assistant Superintendent/Engineer position for the new job position of Water Engineer. Motion carried unanimously.

Roll Call on the Motion:

Mr. Green      Yes

Mr. Kuzdzal   Yes

Mr. Pinciak    Yes

The vote was three yes and passed.

c. Preliminary Budget 2011 for Review:

Acting Water Superintendent Starzyk indicated that the Mayor has requested a preliminary budget by January 15, 2010. Mr. Starzyk submitted a copy of the 2011 Preliminary Budget to the Commissioners for informational purposes.

**JCI Jones Chemical Inc:**

Acting Water Superintendent Starzyk indicated that we went out to bid for chlorine and received only one quote back from JCI Jones Chemical Inc. for chlorine of which we have been receiving our chlorine from right along in the amount of .50 cents per pound.

A motion was made by Commissioner Alfred E. Pinciak to award the contract to JCI Jones Chemical Inc. for chlorine for the amount of .50 cents per pound. Motion was seconded by Commissioner Ronald H. Green, Chairman. Motion carried unanimously.

Roll Call on the Motion:

Mr. Green      Yes

Mr. Kuzdzal   Yes

Mr. Pinciak    Yes

The vote was three yes and passed.

**Old Business:**

Commissioner Kuzdzal asked how the Center Street Project was coming along? Acting Water Superintendent Starzyk stated that the water line is good and that we are back on line. He indicated that our only concern is the jail at this time. As they are the only customer on the 16" main we are waiting for F & J to change over supply to the jail to Chicopee supply.

Acting Water Superintendent Starzyk indicated that we have been live with the hand held meters as of January 4, 2010. Mr. Starzyk stated that we are still working out some glitches but are active.

Commissioner Kuzdzal asked about the Abbey Memorial Drive Project. Acting Water Superintendent Starzyk indicated that he has a meeting next week to review the project and will have more details for the next Board Meeting.

Commissioner Pinciak discussed the possibility for applying for stimulus for money for some of these upcoming projects. He requested the Superintendent look into grants, on a federal level through Congressman Neal for improvements to our water system.

**New Business:**

Chairman Ronald H. Green submitted his resignation with an effective date of February 1, 2010. He stated that it has been a pleasure working on the Board of Water Commissioners. Commissioner Pinciak and Commissioner Kuzdzal stated that he will be missed and that he did a great job for the time he served on the Board. Acting Water Superintendent Starzyk agreed and stated that he too will miss him, and that he had a lot of respect for him and for all that he did for the Water Department as well.

Motion to adjourn at 11:29 a.m. was made by Commissioner Mitchell S. Kuzdzal, Clerk and seconded by Commissioner Ronald H. Green, Chairman. Motion carried unanimously.

BOARD OF WATER COMMISSIONERS  
Ronald H. Green, Chairman  
Mitchell S. Kuzdzal, Commissioner/Clerk  
Alfred E. Pinciak, Commissioner

ABATEMENT/ REFUND REQUEST # 10-01-06-3249

NAME: Jung Tai & Frank Chin  
ADDRESS: 1559 Memorial Drive  
ACCOUNT: 3043-1460  
AMOUNT: \$ 105.35  
REASON: Over Estimated

ABATEMENT/ REFUND REQUEST # 10-01-06-3250

NAME: Kenneth Filipiak  
ADDRESS: 85 Trilby Avenue  
ACCOUNT: 2013-1520  
AMOUNT: \$ 90.18  
REASON: Over Estimated

ABATEMENT/ REFUND REQUEST # 10-01-06-3251

NAME: Gary Szymaniak  
ADDRESS: 129 Labelle Circle  
ACCOUNT: 2103-1144  
AMOUNT: \$ 249.05  
REASON: Over Estimated

ABATEMENT/ REFUND REQUEST # 10-01-06-3252

NAME: Andrea McKinney  
ADDRESS: 21 Loveland Terrace  
ACCOUNT: 2131-2540  
AMOUNT: \$ 33.13  
REASON: Over Estimated

ABATEMENT/ REFUND REQUEST # 10-01-06-3253

NAME: Lois Delisle  
ADDRESS: 144 East Street  
ACCOUNT: 2115-1480  
AMOUNT: \$ 88.24  
REASON: Over Estimated

ABATEMENT/ REFUND REQUEST # 10-01-06-3254

NAME: Jason Gregoire  
ADDRESS: 268 Szetela Drive  
CCOUNT: 1113-1264  
AMOUNT: \$ 162.00  
REASON: Billing Error

ABATEMENT/ REFUND REQUEST # 10-01-06-3255

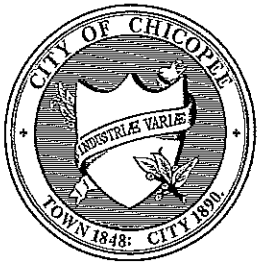
NAME: Napoleon Rougeau  
ADDRESS: 68 Trilby Avenue  
CCOUNT: 2015-1300  
AMOUNT: \$ 244.00  
REASON: Billing Error

A motion was made by Alfred E. Pinciak, Commissioner to grant the Abatement/Refund Request numbers 3249 through 3255. Motion seconded by Mitchell S. Kuzdzal, Clerk/Commissioner. Motion carried unanimously.

ABATEMENT/ REFUND REQUEST # 10-01-06-3256

NAME: Jose Carrion  
ADDRESS: 9 Post Road  
CCOUNT: 2095-0504  
AMOUNT: \$ 600.00  
REASON: Stuck Remote Register

A motion was made by Alfred E. Pinciak, Commissioner to deny the Abatement/Refund Request number 3256. Motion seconded by Mitchell S. Kuzdzal, Clerk/Commissioner. Motion carried unanimously.



# CITY OF CHICOPEE WATER DEPARTMENT

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BOARD OF WATER COMMISSIONERS  
Ronald H. Green, Chairman  
Mitchell S. Kuzdzal, Clerk  
Alfred E. Pinciak, Commissioner

## REGULAR MEETING OF THE BOARD OF WATER COMMISSIONERS WEDNESDAY, JANUARY 20, 2010 9:30 A.M.

The regular meeting of the Board of Water Commissioners was held January 20, 2010

The Meeting was called to order by Commissioner Ronald Green, Chairman at 9:30 A.M.

Present: Ronald H. Green, Chairman  
Mitchell S. Kuzdzal, Clerk  
Alfred E. Pinciak, Commissioner  
Alan Starzyk, Acting Superintendent  
Diane Beauregard, Senior Account Clerk

Bills presented by Alan Starzyk, Acting Superintendent were reviewed and approved.

### Minutes of Previous Meetings:

No minutes from previous meetings were available for approval.

### Abatelements:

See Attached list of abatements. – All abatements presented at this meeting were approved. Motion made to approve by Commissioner Pinciak and seconded by Commissioner Kuzdzal. Motion passed.

### Communications

Dave Partridge of Tighe & Bond sent information to Acting Superintendent Starzyk with regards to possible funding available and the possibility of qualifying for a SRF loan for emergency projects such as the Abbey Memorial Project.

Correspondence was also sent with regards to the diameter of the pipe to use for Abbey Memorial.

### **Old Business**

#### **a. Abbey Memorial Project**

Acting Superintendent Starzyk recommends that he would prefer that we use the 24" pipe. Boring for this project will begin next week and the Water Department will provide police detail for this. Possible start date for this project is April 2010 and should be completed by August 2010.

Commissioner Pinciak wants all information in place for bonding. Information provided on where we stand.

Commissioner Kuzdzal would like a print out of figures from auditing for Unretained Earnings.

#### **b. Fiscal Year 2011 Final Preliminary Budget**

Acting Superintendent Starzyk stated that the budget numbers have changed due the fixed costs.

Acting Superintendent Starzyk requested a transfer for the Water Engineer position from the Assistant Superintendent/Engineer account and stated that he will appear before the Council on 1/21/10 with regards to this.

Westover Utilization Report has been completed and copies will be sent to the Mayor on January 21, 2010.

All Commissioners were in agreement that they want a more accurate detail of our accounts and where we stand.

With regards to Meter Support Line Item – Commissioner Pinciak wants to go forward with pits for the meters as soon as possible and get the men out in the winter when they have down time to install these right away. Commissioner Kuzdzal wants a report on progress of this yearly.

Time Clocks – Commissioners questioned status of this. Commissioner Pinciak made a motion to move forward with this within the next two weeks. Seconded by Commissioner Kuzdzal. – Motion Passed.

Commissioner Kuzdzal wanted an update of the Newsletter and a copy of the Perpetual Inventory ready for presentation at the next meeting.

### **New Business**

a. Commissioner Green's Resignation is effective February 1, 2010 and a request will be drawn up and sent to the Mayor requesting a new appointment of a commissioner.

New Meeting dates were set for February 3, 2010 and February 17, 2010.

Motion to adjourn at 10:13 was made by Mitchell S. Kuzdzal and seconded by Ronald Green. Motion carried unanimously.



BOARD OF WATER COMMISSIONERS

Ronald H. Green, Chairman

Mitchell S. Kuzdzal, Commissioner/Clerk

Alfred E. Pinciak, Commissioner

ABATEMENT/ REFUND REQUEST # 10-01-20-3257

NAME: Chad & Holly Kendrick

ADDRESS: 10 Regency Court

ACCOUNT: 2115-1912

AMOUNT: \$ 473.00

REASON: Over Estimated

ABATEMENT/ REFUND REQUEST # 10-01-20-3258

NAME: Mark Richrdson

ADDRESS: 55 Pinecrest Drive

ACCOUNT: 2091-0577-02

AMOUNT: \$ 75.00

REASON: Billing Error

ABATEMENT/ REFUND REQUEST # 10-01-20-3259

NAME: Jose Carrion

ADDRESS: 9 Post Road

ACCOUNT: 2095-0504

AMOUNT: \$ 115.02

REASON: Stuck Outside Register

ABATEMENT/ REFUND REQUEST # 10-01-20-3260

NAME: Chicopee Housing Authority

ADDRESS: 41-49 Benoit Circle

CCOUNT: 2271-0520

AMOUNT: \$ 65.21

REASON: Late Charges

ABATEMENT/ REFUND REQUEST # 10-01-20-3261

NAME: Chicopee Housing Authority

ADDRESS: 335 East Main Street

CCOUNT: 2271-0510

AMOUNT: \$ 77.55

REASON: Late Charges

ABATEMENT/ REFUND REQUEST # 10-01-20-3262

NAME: Chicopee Housing Authority

ADDRESS: 165 East Street

CCOUNT: 2271-0500

AMOUNT: \$ 130.44

REASON: Late Charges

A motion was made by Alfred E. Pinciak, Commissioner to grant the Abatement/Refund Request numbers 3257 through 3262. Motion seconded by Mitchell S. Kuzdzal, Clerk/Commissioner. Motion carried unanimously.